



REQUEST FOR COUNCIL ACTION

Title: CDBG Certifying Officer Resolution

Preferred Agenda: September 27, 2020

Submitted By: Blair Larsen, Community & Economic Development Director

Reviewed By: Blair Larsen, City Manager Pro Tem

Type of Action: Resolution X Motion Roll Call Other

Relevant Code/Policy: SH Charter, Chapter I, Powers of the City

Towards Council Goal: Vision Statement, Aspiration II: Effective and efficient local government, Mission Statement, Goal 2.1 Update and streamline processes

Attachments: Proposed Resolution No. 26 for 2020

Purpose of this RCA:

The purpose of this RCA is to designate the City Manager as the Federal Certifying Officer for all Community Development Block Grant associated with the City.

Background/Context:

The City has been the recipient of several Community Development Block Grants in the past, and is always seeking to obtain grant funding for projects that will benefit the City and community. Federal regulations require the City's highest elected official, the Mayor, to execute all the documents associated with the CDBG program. However, federal regulations also allow the City to designate another individual and authorize that person to execute documents. In the past, the City has designated the City Manager as the Federal Certifying Officer for the Community Development Block Grants it has received and did so through a resolution for each CDBG application on an individual basis. A blanket resolution can accomplish this for all current and future Community Development Block Grants.

The Challenge/Problem:

How do we quickly and efficiently execute Community Development Block Grant documents?

Stakeholders:

- Sweet Home City Council – The City Council has the authority to designate a Federal Certifying Officer
- City of Sweet Home Staff – Staff members are able to process documents for this program more quickly and efficiently if there is a designated Federal Certifying Officer.
- Local Nonprofit Partners – The City's nonprofit CDBG partners benefit from the expedited processes that result from having a designated Federal Certifying Officer..

Issues and Financial Impacts:

Designating a Federal Certifying Officer adds no cost to any CDBG program, and allows documents to be processed more quickly, thus slightly reducing staff time.

Elements of a Stable Solution:

An ideal outcome would be the passage of a resolution designating a Federal Certifying Officer for all current and future CDBG applications.

Options:

1. Do nothing – Continue without designating a Federal Certifying Officer, other than the Mayor, with the option to designate a Federal Certifying Officer for individual CDBG projects.
2. Motion to pass Resolution No. 26 for 2020, Clarifying the Authority of the City Manager to Execute Documents Related to Community Development Block Grants.
3. Motion to Amend Resolution No. 26 for 2020, designating an individual other than the City Manager as the Federal Certifying Officer for Community Development Block Grants.

Recommendation:

Staff recommends option 2, Motion to pass Resolution No. 26 for 2020, Clarifying the Authority of the City Manager to Execute Documents Related to Community Development Block Grants.